Maximizing, uploading and importing pictures

Maximizing pictures – *this is very important. Please do not skip this step.* (Instructions are for Irfanview users. If you are using another program and need assistance, you may contact us. Please be aware that our time is limited, so any consultations over five minutes carry a fee.)

1. Open the picture in Irfanview.
2. Click on "image" then "resize/resample"
3. Resize the picture. The dimensions of the image will be imported into the appropriate fields by default.
   a. The width will be highlighted. Type in the desired width.
   b. Be sure that "Preserve aspect ratio" is checked.
   c. Also be sure that "DPI" is designated as **72**.
      PLEASE NOTE: *Images for titles and decorative lines can be wider, but the average content image that we put online is generally no wider than 400px. If you want the image to take up most of or the entire page, you'll need to know the number of pixels of the area you want to fill. If you're not sure what dimensions you need, you can use a pixel ruler which can be downloaded at* http://www.mioplanet.com/products/pixelruler/index.htm
4. If the dimensions are not what you need;
   a. Click on "Edit" then "Create Custom Crop Selection."
   b. In the dialog box, look for "Width" and "Height". Enter the *exact* dimensions that you that your final image will be. Click "Apply to image".
   c. A box with the dimensions you have selected will appear over the image. To select the portion of the image you want to display, *right-click* somewhere inside the box and drag it to the desired area you want to display.
   d. Click on "Edit/Crop Selection"
5. Click on "File" and "Save as". In the dialog box, browse to the folder to which you wish to save your web image. Name and format the picture.
   PLEASE NOTE: *Do **not** use capitals or spaces in the name of the image. Underscore can take the place of spaces in the name of an image (e.g. my_colourful_image.jpg).* Click on "Save as type" and select "jpg." If you have an image with only two or three colours, you can select "gif". Click on "Save".
6. If you're finished maximizing images, you can close Irfanview.

vi. Find your image in this list or browse to the subfolder with your and click on the name of the picture. This dialog box will disappear.

vii. Click on the drop-down arrow to the right of "Align" in the dialog box that is still open. Usually, the only designation you will need will be "left" or "right." Click on the desired designation. If needed, add some spacing around the image. Usually, the only spacing we use is "10" beside HSpace (horizontal space). Your site could very well already have automatic spacing for images which would make "HSpace" irrelevant. If you will be creating a hyperlink with the image, type "0" (zero) in the "Border" field.

viii. Click "OK."

ix. If you are adding text after adding the image, click in the WYSIWYG window where the text would begin. Copy/paste or type in the desired text.